Grant Management and Reporting Tool for Fiscal Year 2019 Comprehensive Support and Improvement Subgrants

School Improvement and Support Office

August 27, 2020

CALIFORNIA DEPARTMENT OF EDUCATION
Tony Thurmond, State Superintendent of Public Instruction

Acronyms and Initialisms

CDE—California Department of Education

CSI—Comprehensive Support and Improvement

ED—US Department of Education

ESSA—Every Student Succeeds Act

FY—Fiscal Year

GMART—Grant Management and Reporting Tool

LEA—Local Educational Agency

SISO—School Improvement and Support Office

Housekeeping

- Please use the Zoom Question and Answer feature to post any questions you may have.

- A PDF of today's presentation is located on the *new* CDE CSI Webinars web page at https://www.cde.ca.gov/sp/sw/t1/csiwebinars.asp.

Agenda

Part I: GMART Grant Management Reports
- Required Grant Reporting Timeline
- GMART Overview
- Review of each of the required Grant Management reporting topics

Part II: Federal Reports
- Requirements
  - Consolidated State Performance Report
  - 1003(i)
- GMART Data Entry

Part I:
GMART Grant Management Reports

2019-20 Required Grant Reporting Timeline

Report Name	Reporting Data	Performance Period	Reporting Due Date
Report 1	• Funding Plan Adjustment • Budget Summary • Expenditures	March 25, 2020, to September 30, 2020	October 31, 2020
Report 2	• CSI Plan Approval and/or Adoption Dates • Expenditures	October 1, 2020, to January 31, 2021	February 28, 2021
Report 3	• Expenditures	February 1, 2021, to June 30, 2021	July 31, 2021
Final Report and Grant Evaluation	• Final Expenditures and Closeout Report • Grant Performance Report	July 1, 2021, to September 30, 2021	October 31, 2021

GMART Overview

The GMART is a web-based system that allows the LEA to complete and submit the Application for Funding and view, revise, and submit fiscal and other required information.

For more information, visit the GMART instructions web page at https://www.cde.ca.gov/sp/sw/t1/gmartinstructions.asp.

Logging On

GMART home page:
https://www3.cde.ca.gov/gmart/gmartlogon.aspx

Grant Management and Reporting Tool (GMART)

Logon

Username: [   ]

Password: [   ]

[Logon]

GMART Instructions

Refer to Appendix for Alternative Text version.

Select a Grant

Grant Management and Reporting Tool (GMART)

Select Grant

Logoff

CSI LEA

2019-20 Every Student Succeeds Act Comprehensive Support and Improvement Local Educational Agency Grant

Questions: School Improvement and Support Office | SISO@cde.ca.gov | 916-319-0833

Refer to Appendix for Alternative Text version.

Grant Management Reports Tab (1)

Grant Management and Reporting Tool (GMART)

GMART Home | Funding Application | LEA Contact Info | CDE Contact Info | **Grant Management Reports** | Federal Reports | Report Status

Logoff

Fiscal Year 2019-20 Grant Management Reports

Sample District

Refer to Appendix for Alternative Text version.

Grant Management Reports Tab (2)

The Grant Management Reports page is used to view, revise, and submit LEA fiscal and other required information for each reporting period. Report 1 includes the following sections:

- LEA Allocation Amount *(review)*
- Funding Plan and Justification *(complete)*
- Budget Summary/Budget Narrative *(complete)*
- Expenditure Reports *(complete)*

LEA Allocation Amount

LEA Name	FY 2019–20 Preliminary LEA Allocation (Application for Funding)	FY 2019–20 Final LEA Allocation (April 2020)
Sample Unified	$312,240.00	$340,246.00

A table of final allocation amounts is located on the CDE Funding Results web page at https://www.cde.ca.gov/fg/fo/r16/csileafundingresults19.asp.

Funding Plan Adjustments

LEA and School Name	FY 2019–20 Preliminary Funding Plan (Application for Funding) [Closed]	FY 2019–20 Final Funding Plan (April 2020) (Edit)	LEA Action
Sample Unified	$150,000.00	$150,000.00	Edit
School A	$81,120.00	$95,123.00	Edit
School B	$81,120.00	$95,123.00	Edit
Total Distributed	$312,240.00	$340,246.00	n/a

Justification for Funding Plan Changes

In the textbox provided under the Funding Plan table, the LEA is required to provide a justification for <u>all</u> Funding Plan changes.

Justification for Funding Plan Changes

Example: Schools A and B allocations were increased by $14,003.00 each, due to the increase of the LEA's Final Funding Allocation.

Budget Summary Table (1)

The Budget Summary combines LEA- and school-level budget amounts for CSI project activities.

Object Code	Budget Amount	Budget Detail	Percent of Total Budget	LEA Action
1000–1999 Certificated Personnel Salaries	$.00	*Select All That Apply:* • Capacity building • Stakeholder engagement • Needs assessment/root cause analysis • Selecting and implementing evidence-based interventions/strategies/activities • Monitoring and evaluating improvement efforts • Other CSI activities	%	Edit

Budget Summary Table (2)

Table continued from previous slide:

Object Code	Budget Amount	Budget Detail	Percent of Total Budget	LEA Action
2000-2999 Classified Personnel Salaries	$0.00	*Select All That Apply:*	%	Edit
3000-3999 Employee Benefits	$0.00	*Select All That Apply:*	%	Edit
4000-4999 Books and Supplies	$0.00	*Select All That Apply:*	%	Edit
5000-5999 Services and Other Operating Expenditures	$0.00	*Select All That Apply:*	%	Edit
5100 (Sub-agreements over $25,000)	$0.00	*Select All That Apply:*	%	Edit
7310 Indirect Cost	$0.00	n/a	%	Edit
Total Budget Summary	$0.00	n/a	%	n/a

Budget Summary Narrative

In the text box under the Budget Summary, LEAs will be required to explain:

- How the costs associated with each major object code and project activity relate to the development and implementation of the CSI plan, and

- How the costs directly support implementation of the evidence-based interventions/strategies/activities and reason/s/ for identification.

Budget Summary Narrative

Enter detailed narrative here (Max 4000 characters)

Expenditure Reporting: Part 1 (1)

The LEA is required to report combined LEA and school-level expenditures for each reporting period.

LEA Name	LEA Final Allocation (April 2020)
Sample Unified	$172,442.00

Part 1: March 25, 2020–June 30, 2020

Object Description	Expenditure Amount	LEA Action
1000–1999 Certificated Personnel Salaries	$0.00	Edit
2000–2999 Classified Personnel Salaries	$0.00	Edit
3000–3999 Employee Benefits	$0.00	Edit
4000–4999 Books and Supplies	$0.00	Edit
5000–5999 Services and Other Operating Expenditures	$0.00	Edit
7310 Indirect Cost (2019–20 Indirect Cost Rate)	$0.00	Edit
5100 (Sub-agreements over $25,000)	$0.00	Edit
Total Report 1	Automatically calculated	n/a

Expenditure Reporting: Part 1 (2)

Indirect Costs

Reporting Period: March 25, 2020–June 30, 2020

Description	Report 1 Expenditures
Maximum allowable indirect cost	$0.00

Expenditure Reporting Part 2: (1)

Part 2: July 1, 2020–September 30, 2020

Object Description	Expenditure Amount	LEA Action
1000–1999 Certificated Personnel Salaries	$0.00	Edit
2000–2999 Classified Personnel Salaries	$0.00	Edit
3000–3999 Employee Benefits	$0.00	Edit
4000–4999 Books and Supplies	$0.00	Edit
5000–5999 Services and Other Operating Expenditures	$0.00	Edit
7310 Indirect Cost (2020–21 Indirect Cost Rate)	$0.00	Edit
5100 (Sub-agreements over $25,000)	$0.00	Edit
Total Report 1	Automatically calculated	n/a

Expenditure Reporting: Part 2 (2)

Indirect Costs

Reporting Period: *July 1, 2020–September 30, 2020*

Description	Report 1 Expenditures
Maximum allowable indirect cost	$0.00

Balance (Parts 1 and 2)

FY 2019-20 Final Allocation (April 2020)	Total Expenditures through September 30, 2020	Balance
LEA Final Allocation prepopulated	Automatically calculated for the LEA	Automatically calculated for the LEA

Report Submission

Remarks (optional)

Enter remarks here (Max 4000 characters)

Save Remarks Text

Submit Report

Show Report Submission and Review History

Export Report to Excel

2019–20 Required Grant Reporting Timeline

Report Name	Reporting Data	Performance Period	Reporting Due Date
Report 1	• Funding Plan Adjustment • Budget Summary • Expenditures	March 25, 2020, to September 30, 2020	October 31, 2020
Report 2	• CSI Plan Approval and/or Adoption Dates • Expenditures	October 1, 2020, to January 31, 2021	February 28, 2021
Report 3	• Expenditures	February 1, 2021, to June 30, 2021	July 31, 2021
Final Report and Grant Evaluation	• Final Expenditures and Closeout Report • Grant Performance Report	July 1, 2021, to September 30, 2021	October 31, 2021

GMART Reports 2 and 3

Report 2

- CSI Plan Approval and/or Adoption Dates

- Expenditures

Report 3

- Expenditures

See slides 18 or 20 for an example of the Expenditure Report table.

CSI Plan Approval/Adoption

The LEA is required to provide a response for each prompt for each school regarding CSI Plan Approval or Adoption.

- Select the school
- Date CSI Plan was or will be approved
- Justification of why CSI Plan has not been approved by the school (if applicable)
- Justification of why CSI Plan has not been approved by the LEA (if applicable)

Additional instructions and definitions of terms can be found at
https://www.cde.ca.gov/sp/sw/t1/gmartinstructions.asp

Final Grant Evaluation

- *Review* LEA Allocation Amount

- *Review* Final Expenditures and Closeout Report *(automatically calculated for the LEA)*

  - Closeout Report—Remaining Unspent Funds

  - Indirect Costs

- **Complete** and submit the Grant Performance Report

GMART Performance Report

The LEA will complete and submit responses to the following prompts:

- **Prompt 1**: Describe the LEA's vision for using CSI funds to improve school and student outcomes in schools identified for CSI.

- **Prompt 2:** Describe the evidence-based strategies that improved school and student outcomes.

- **Prompt 3:** Describe the challenges the LEA faced, the problems that were overcome, and key lessons learned. What changes were made as a result of this information in order to improve school and student outcomes?

- **Prompt 4:** Describe how the LEA will sustain improvements made.

Apportionments

First Apportionment (Approved Application)	Second Apportionment (Report 1)	Third Apportionment (Report 2)	Fourth Apportionment (Report 3)	Final Apportionment (Final Report)
25 percent of the preliminary LEA allocation	Claimed expenditures less prior payment	Claimed expenditures less prior payment	Claimed expenditures less prior payment	Claimed expenditures less prior payment

The CDE will apportion funds approximately one month after the final date of each reporting period.

Reporting Tips

- The LEA must confirm it is not reporting expenditures higher than their allowable indirect cost rate.

- For each report, expenditures are to be reported non-cumulatively.

- The LEA must enter "0" even if it does not have expenditures for the reporting period.

- The LEA must ensure that it provides sufficient detail in the Budget Summary Narrative (See GMART Instructions).

- If an eligible school has closed or may close in the future, the LEA must contact the SISO for further instructions.

Q & A

Part II: Required Federal FY Data Reporting

Federal Reporting Requirements for CSI

The California Department of Education (CDE) is required to meet two separate reporting requirements for ESSA, Section 1003 funds for CSI:

1. Consolidated State Performance Report (CSPR)
2. ESSA, Section 1003(i) for the state report card

CSPR (1)

- The CSPR is the required **annual** reporting tool for each State, the District of Columbia, and Puerto Rico as authorized under Section 9303 of the Elementary and Secondary Education Act (ESEA), as amended by the ESSA.

CSPR (2)

- The CSPR is part of the federal ED*Facts* Initiative.

  – ED*Facts* centralizes performance data supplied by state education agencies (SEA) with other data assets, such as **financial grant information**, within the ED to enable better analysis and use in policy development, planning and management.

CSPR (3)

- Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies is included in the CSPR.

- The SISO is required to **collect** CSPR data related to ESSA, Section 1003 funds for CSI.

- The CDE is required to **submit** these data to the ED in February of each year.

CSPR (4)

- The data collected using this file specification are used by the ED to monitor and report performance on programs and activities supported by the ESEA, as amended by the ESSA. The table below describes the required data.

Grant Description	Data Collection
School Improvement Funds 1003(a)	The dollar amount that the school received for school improvement under Section 1003(a) of the ESEA, as amended by the ESSA.

CSPR (5)

- What is the reporting period?

  – The reporting period is a School Year (SY)–any twelve-month period. In other words, during the current school year what funds were **allocated to the school** under Section 1003(a) of the ESSA?

ESSA, Section 1003(i) and the State Report Card (1)

- Under Section 1003(a) of the ESSA, an SEA must reserve a portion of its Title I, Part A allocation to assist LEAs that serve schools implementing CSI plans under ESSA, Section 1111(d) and 34 Code of Federal Regulations §§200.21 or 200.22.

- Related to this reservation, the state report card must include:
  - All the LEAs and schools that received Section 1003 school improvement funds,
  - The amount of funds **each school received**, and
  - The **types of strategies implemented in each school with such funds** (ESSA, Section 1003(i)).

ESSA, Section 1003(i) and the State Report Card (2)

- The ED provides some examples of strategies that may be included in the state report card:

  – Increasing access to effective teachers or adopting incentives to recruit and retain effective teachers

  – Increasing or redesigning instructional time

  – Implementing interventions based on data from early warning indicator systems

  – Reorganizing the school to implement a new instructional model

ESSA, Section 1003(i) and the State Report Card (3)

- The ED provides some examples of strategies that may be included in the state report card:

  - Implementing strategies designed to increase diversity by attracting and retaining students from varying socioeconomic backgrounds

  - Replacing school leadership with leaders who are trained for or have a record of success in low-performing schools

  - In the case of an elementary school, increasing access to high-quality preschool

40

ESSA, Section 1003(i) and the State Report Card (4)

- The SISO is required to **collect** ESSA, Section 1003(i) data and provide it to the CDE Data Visualization and Reporting Office (DVRO).

- The DVRO web page is located at https://www.cde.ca.gov/ds/da/.

Federal Reporting Requirements for FY 2019 CSI Subgrants (1)

- To streamline the data collections, the SISO is **combining** the two federal reporting requirements with corresponding grant expenditure reporting periods.

- The SISO will use the GMART to collect CSPR and ESSA, Section 1003(i) data.

Federal Reporting Requirements for FY 2019 CSI Subgrants (2)

- For each assigned grant period, the LEA will be required to provide the following information:
  - Amount of funds distributed to **each** CSI school
  - Strategies implemented with ESSA, Section 1003 funds

Federal Reporting Timeline for FY 2019 CSI Subgrants (1)

Federal FY Reporting Time Period (Date Period Covered)	Aligned to GMART Report Period
SY 2019–20 *(March 25, 2020, to June 30, 2020)*	1
SY 2020–21 *(July 1, 2020, to June 30, 2021)*	Final
SY 2021–22 *(July 1, 2021, to September 30, 2021)*	N/A

Federal Reporting Timeline for FY 2019 CSI Subgrants (2)

GMART Report Period	GMART Reporting Due Date	CSI Subgrant and Federal Reporting Requirements
Report 1	October 31, 2020	• Funding Plan Adjustment • Budget Summary • Grant Expenditures • **Federal Reporting Requirements (FY 2019 funds only; covers SY 2019–20: March 25, 2020, to June 30, 2020, time period)**
Report 2	February 28, 2021	• Grant Expenditures • CSI Plan Approval and/or Adoption Dates
Report 3	July 31, 2021	• Grant Expenditures
Final Report and Grant Evaluation	October 31, 2021	• Grant Expenditures and Closeout Report • Grant Performance Report • **Federal Reporting Requirements (FY 2019 funds only; covers SY 2020–21: July 1, 2020, to June 30, 2021, time period)**
N/A	January 31, 2022	• **Federal Reporting Requirements (covers SY 2021–22)**

GMART Federal Reports Tab (1)

Grant Management and Reporting Tool (GMART)

GMART Home | Funding Application | LEA Contact Info | CDE Contact Info | Grant Management Reports | Federal Reports | Report Status

Logoff

Federal Reports

Sample District

Refer to Appendix for Alternative Text version.

GMART Federal Reports Tab (2)

Apportionments

LEA Name	Amount Distributed Between 03/25/20 through 06/30/20
Coastal Unified	$43,000.00

Federal Reporting Data

School Name	Amount Received Between 03/25/20 through 06/30/20	Types of Strategies Implemented
Charlie Elementary	$3,000.00	Coaching professional development to build school leadership capacity for school improvement.
Total Distributed	$3,000.00	n/a

Federal Report Submission

Remarks (optional)

Enter remarks here (Max 4000 characters)

Submit Federal Report

Show Report Submission and Review History

ESSA CSI Resources

CDE CSI web page
https://www.cde.ca.gov/sp/sw/t1/csi.asp

CDE CSI Webinars web page
https://www.cde.ca.gov/sp/sw/t1/csiwebinars.asp

GMART Logon web page
https://www3.cde.ca.gov/gmart/gmartlogon.aspx

GMART Instructions web page
https://www.cde.ca.gov/sp/sw/t1/gmartinstructions.asp

CDE Indirect Cost Rates web page
https://www.cde.ca.gov/FG/ac/ic/

Contact Information

School Improvement and Support Office

916-319-0833

SISO@cde.ca.gov

Appendix (1)

Slide 8

Title of Image: GMART Logon

GMART log on screen where users enter their username and password. There is a 'Logon" button in addition to a hyperlink for GMART Instructions.

Appendix (2)

Slide 9

Title of Image: Select a Grant

Grant Management and Report Tool (GMART) header, followed by 'Select Grant' subheading. A 'Logoff' hyperlink is underneath the subheading.

CSI LEA is followed by a hyperlink for the user to select the 2019-20 Every Student Succeeds Act Comprehensive Support and Improvement Local Education Agency Grant.

Appendix (3)

Slide 9 Cont'd

Title of Image: Select a Grant

At the bottom of the picture is the contact information for the School Improvement and Support Office.

Appendix (4)

Slide 10

Title of Image: Grant Management Reports Tab (1)

Grant Management and Report Tool (GMART) header, followed by a blue menu bar of options. The menu contains the following hyperlinks:

- GMART Home
- Funding Application
- LEA Contact Info
- CDE Contact Info
- Grant Management Reports
- Federal Reports
- Report Status

Appendix (5)

Slide 10 Cont'd

Title of Image: Grant Management Reports Tab (1)

The Grant Management Reports menu option is highlighted in orange, with a red outline of an oval around it.

Underneath the blue menu bar is a hyperlink to 'Logoff' of GMART.

Underneath the 'Logoff' hyperlink is the subheading Fiscal Year 2019-20 Grant Management Reports.

Underneath the subheading are the words "Sample District".

Appendix (6)

Slide 46

Title of Image: GMART Federal Reports Tab (1)

Grant Management and Report Tool (GMART) header, followed by a blue menu bar of options. The menu contains the following hyperlinks:

- GMART Home
- Funding Application
- LEA Contact Info
- CDE Contact Info
- Grant Management Reports
- Federal Reports
- Report Status

Appendix (7)

Slide 46 Cont'd

Title of Image: GMART Federal Reports Tab (1)

The Federal Reports menu option is highlighted in orange, with a red outline of an oval around it.

Underneath the blue menu bar is a hyperlink to 'Logoff' of GMART.

Underneath the 'Logoff' hyperlink is the subheading Federal Reports.

Underneath the subheading are the words "Sample District".